

## Job posting – Assistant Project Manager

Quandel Enterprises is a comprehensive construction, construction management, and project development company in the Mid-Atlantic region. We provide support in the healthcare, higher education, K-12 schools, environmental, and industrial market segments. Quandel makes a constant commitment to maintaining a team of experts throughout our organization and we stand firmly behind our core purpose: Lead. Make a Difference. Build a Better Future. Learn more about the success of our projects and our business's growth by visiting us at: <http://www.quandel.com/>

Our Maryland division, J. Vinton Schafer & Sons, with a rich 101 year history, is currently seeking an Assistant Project Manager to support our K-12 schools and higher education projects in Maryland. This position will be based at a jobsite and will report to our Abingdon, MD office.

Our Assistant Project Managers play a critical role in the success of our project teams. This position assists the Project Manager with buyout strategies, including scoping. Success in this position requires a great deal of collaboration with our subcontractors and other internal team members.

This position will require the following key work areas to be performed. A full job description will be provided to qualified candidates at an interview:

- Follow Quandel procedures throughout duration of projects.
- Timely handling of submittals and RFIs.
- Prepare and issue contracts.
- Develop schedules with the team.
- Run job meetings and issue meeting minutes.
- Coordinate with Estimating.
- Maintain good communication with owners, subcontractors, superintendents and other team members.

And a qualified candidate must have the following education and experience:

- Experience with proper notifications.
- Extensive use and high proficiency with Microsoft Office Suite including Word, Excel, Outlook and PowerPoint.
- Use of an ERP or an construction management system like Viewpoint, Smartbid, ProCore, New Forma, Adobe Docs, AIA, BlueBeam; scheduling tools like Primavera P6; and document sharing programs like Box.com, Dropbox or Google Drive.

Our successful team members have the following skills and traits:

- Systematic approach to organization and time management.
- Prior exposure to construction management practices.
- Provide quality leadership, a sense of ownership, and commitment to constantly improve our business practices.
- A focus on team work – continually listen, collaborate and communicate among your colleagues, customers and partners.



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Quandel team members enjoy the following benefits:

- Employer supported medical, dental, vision, short term disability and life insurance
- Annually funded ESOP (employee ownership program) as well as an employer matched 401(k)
- Paid holidays
- 4 weeks of paid time off

All qualified applicants shall submit their resumes to Debbie German at [dgerman@quandel.com](mailto:dgerman@quandel.com)